

APPENDIX F
REQUIRED ITEMS FOR GROUP CHILD CARE CENTERS

A. Items to be Submitted to Regional Office at Time of Initial Application

1. CFS-2242 Group Child Care Initial Licensing Checklist and all items listed on the last page.

B. Items to be Submitted to Regional Office at Time of License Continuation

1. Completed CFS-65 Group Child Care Center License Application form.
 - a. A list that provides the name, title, address, telephone number and dates of office of each member of the board of directors/governing board.
 - b. A copy of the results of the annual lead/bacteriological water test—including nitrate level test if caring for infants under 6 months of age—if the center uses a private well.
 - c. A list of all program staff (i.e., administrator, center director, child care teachers, assistant child care teachers) that includes the name, title, birthdate, date of initial employment, training, experience, and Registry status for each person.
 - d. A list of support staff (e.g. cooks, maintenance personnel, etc.) that includes each person's name and title.
 - e. A copy of the license to operate a restaurant or catering service, if food is prepared off premises by another agency.
 - f. A copy of a vehicle safety inspection report for any center owned or operated vehicle used to transport children.
 - g. A current certificate of insurance for general liability insurance which provides coverage with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.
 - h. A current certificate of insurance for vehicle liability insurance, when transportation is provided by the center, with minimums no less than those specified in s. 121.53, Stats.
2. Completed CFS-63 Licensing Checklist – Group Child Care Centers.
3. Licensing fee.
4. Caregiver Background Check Information:
 - a. HFS-64 Background Information Disclosure form for licensee and household members age 10 and older.
 - b. Caregiver Background Check fee for licensee and any adult household members if “Caregiver Background Check Fee(s) Due” appears on the continuation packet cover letter.
5. Center Policies and Procedures if any changes have been made since the last licensing period.
6. Written orientation plan for any employees, substitutes and emergency back-up providers if any changes have been made since the last licensing period.
7. Written plan to evacuate sleeping children in an emergency for a facility that operates during any period of time between 9:00 p.m. and 5:00 a.m. if any changes have been made since the last licensing period.
8. Current rabies vaccination certificates from your veterinarian for all pets.
9. If dogs and cats are allowed in areas of the center accessible to children, a current certificate of liability insurance specifically covering the presence of dogs and cats.

C. Items to be Kept in Children's Files

1. CFS-56 Child Care Center Transportation Permission or the licensee's own form when the center provides transportation for child between the child care center and the child's home or between the center and another location such as a school.
 - a. Authorization to transport the child to and from the center.
2. CFS-58 Child Care Field Trip or Other Activity Notification / Permission. If the box is checked on the CFS-62 Child Care Enrollment form, nothing additional is required.
3. CFS-59 Authorization to Administer Medication form signed and dated by the parent to administer medication to a child if necessary.
4. CFS-60 Child Health Report In-home, Family Day Care, Day Care Center form documenting the results of a child's most recent physical exam (required every 6 months for children under age 2 and every 2 years for children over age 2, except that school age children do not need a physical exam report) and signed and dated by an approved health care provider.
5. CFS-61 Child Care Intake for Child Under 2 Years for each child under 2.
6. CFS-62 Child Care Enrollment, or licensee's own form, for each child enrolled in the center.
7. CFS-2345 Health History and Emergency Care Plan for each child enrolled in the center.
8. CFS-104 Child Care School-age Agreement, or the licensee's own form, that has been signed by the parent/guardian if child is released from care to participate in activities unsupervised by the center personnel or arrives or departs the center by means other than parent- or guardian-provided transportation.
9. DPH-4192 Day Care Immunization Record, electronic printout from a registry maintained by a health care provider, or parent-provided record documenting the child's immunization history.
10. If the center will be licensed to care for mildly ill children, written parental consent for the center to care for the child when mildly ill.
11. Written authorization from the parent to apply sunscreen or insect repellent. Authorization shall include the brand and ingredient strength.
12. Written acknowledgement from the parents if pets and animals are allowed to roam in areas of the center occupied by children.
13. Written authorization from child's physician if a child under age 1 is to be put to sleep in a position other than on his or her back in a crib.

14. Written authorization from the child's physician if the child must be provided with another type of milk or milk substitute.

D. Items to be Kept in Staff Files

1. CFS-53 Child Care Staff Record or licensee's own form.
 - a. Documentation of entry-level training if no registry certificate. Note: Registry Certificate is required for teachers, directors and administrators within 3 months of assuming position.
 - b. Documentation of additional early childhood training.
2. CFS-53A Child Care Staff Continuing Education Record or licensee's own form.
 - a. Documentation of annual continuing education.
 - b. Current certificate of completion for infant and child cardiopulmonary resuscitation.
3. CFS-54 Child Care Provider Staff Health Report that was completed within 12 months prior to, or 30 days after, the person became licensed to, or began working with, children.
4. HFS-64 Background Information Disclosure form for employees 18 and older; adults compensated from other sources; substitute caregivers and volunteers age 18 and older used to meet staff to child ratios (prior to the first day of work and every 4 years thereafter).
5. The results of the complete caregiver background check including the DOJ results and IBIS memo (within 60 days from the date of hire and every 4 years thereafter).
6. CFS-2026 Group Child Care Orientation or the center's own form.
7. Documentation of the days and hours a substitute, employee or volunteer has been employed to meet the applicable staff-to-child ratio.

E. Items to be Provided to Parents

1. A copy of applicable center policies (See Section A Item #4).
2. A summary of HFS 46 Group Child Care. Note: Copies of the brochure "Your Guide to Licensed Child Care" may be obtained from the Child Care Information Center by calling 1-800-362-7353.
3. When food is provided by the parent, supply the parents with information about the requirements for food groups and quantities specified by the USDA child and adult care food program minimum meal requirements.
4. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.
5. A center shall identify a planned source of emergency medical care, such as a hospital emergency room, clinic or other constantly staffed facility and shall advise parents about the designated emergency medical facility.

F. Other Required Items

1. Written attendance records that include time of arrival, time of departure and birthdate for each child for the duration of time the child is enrolled in the program.
2. Medication and Injury Log Book with a stitched binding and lined and numbered pages.
3. Documentation that staff meetings have been held at least 9 times in a calendar year or one time for each month of center operation.
4. If the center will be licensed to care for mildly ill children, a written plan for the provision of care to mildly ill children that has been approved and signed by an approved health care provider.
5. A written plan for responding to a fire, tornado, a tornado warning or other emergency.
6. CFS-543 Group Child Care Center Fire and Safety Checklist or the licensee's own form.
 - a. Documentation of monthly practice of the fire and tornado plan.
 - b. Documentation of the monthly smoke detector tests that includes times, dates and the results.
 - c. Documentation of annual fire extinguisher inspection.
7. Accurate records of meals and snacks served shall be available for review by parents and the licensing representative. Menus shall be posted in the kitchen and in a conspicuous place accessible to parents.
8. Emergency numbers including local rescue squad, fire department, police department or other law enforcement agency, poison control center and emergency medical service posted near each telephone.
9. Procedures for heating infant formula, milk and food in a microwave near the microwave.

G. Items Required to be Posted in an Area of the Center Accessible to Parents

1. Group Child Care License.
2. CFS-294 Non Compliance Statement and Correction Plan or CFS-785 Compliance Statement.
3. Exceptions.
4. Enforcement Actions.
 - a. Orders issued by the Department.
 - b. Forfeiture Letters.
 - c. Notice of Revocation.
 - d. Stipulation.